

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITAL
PATTON STATE HOSPITAL**

JOB CLASSIFICATION: PHARMACIST I

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under direction of Pharmacist II, Pharmacist I is responsible for the procurement, distribution and proper use of medications in the hospital; Supervise and coordinate the activity of Pharmacy Technicians.

70%

Prepares, manufactures, and dispenses drugs and pharmaceutical preparations; conducts Medication Therapy Management (MTM); enter and validate medication orders to maintain accurate computerized patient profiles; implements and maintains unit dose medication dispensing systems to ensure accurate distribution of medications and proper labeling of all dispensed medications as required by law ; assists in the distribution function of the Hospital Pharmacy by preparing and dispensing medications, filling physician orders; Supervises and instructs pharmacy technicians and assistants in routine pharmacy tasks as required by State and Federal regulations.

Reviews medication orders for potential allergies, drug-drug/food interactions, and appropriate dosage per DSH guidelines to ensure proper use of medications. Provides recommendations as needed; performs clinical reviews of patients' charts; provides medication histories, monitors laboratory values, and reports adverse drug reactions, in accordance with departmental policies and procedures. Provides in-service training to hospital staff when necessary; Observes medication administration; Participate in patient drug education programs.

30%

Assists in the preparation and requisitions for the drugs, sundries and chemicals as required, and keeps records of those received, on hand and dispensed; keeps accurate records of medications and narcotics as required by Federal and State regulations; reviews drug usage reports; performs monthly medication room inspections, medication pass observation; participates in the Drug Utilization Review, interdisciplinary treatment team meetings, and other committee meetings; provides ongoing consultation and education to the treatment team and to the Medical Review Committee on pharmaceutical related issues and protocols relevant to patient care.

Assists with routine maintenance and technical aspects of pharmaceutical work; provides instructions on the proper handling and use of medications; leads, instructs, and reviews the work done by nonprofessional assistants; performs other related duties as required.

2. SUPERVISION RECEIVED

Under the direction of the Pharmacist II

3. SUPERVISION EXERCISED

Leads, instructs, and supervises the work done by Pre-Licensed Pharmacist, Pharmacy Technician, Graduate Student Assistant, and Student Assistant.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Compounding of prescriptions and stock pharmaceutical preparations, drugs, chemicals, and pharmaceutical supplies required in the operation of a dispensary; laws pertaining to dispensing and use of narcotics and poisons; principles of effective supervision; the department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative actions objectives.

ABILITY TO:

Compound prescriptions and stock pharmaceutical preparations; supervise the work of others; keep records and prepare reports; analyze situations accurately and take effective action; assimilate and provide information on drugs and their actions; effectively contribute to the department's affirmative action objectives and the skills to present relevant information to staff.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control. This includes familiarity with the Patient Safety Plan.

AGE SPECIFIC

Provides services commensurate with age of patients/clients being served. Demonstrates knowledge of growth and development of the following age categories. Age categories are noted in parentheses.

☒ Young Adult (17-29) ☒ Early Adult (30-50) ☒ Late Adult (51-79) ☒ Geriatric (80+)

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct methods in Therapeutic Strategies and Interventions (TSI)

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

SITE SPECIFIC COMPETENCIES

- Demonstrates knowledge of psychopharmacology.
- Demonstrates knowledge of disease-specific treatments.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Demonstrates proficiency in the Physician Ordering Pharmacy System
- Demonstrates proficiency in the Unit Dose Medication Distribution System.
- Demonstrates the ability to operate equipment, including but not limited to such as telephone, fax machine, computer, copier/scanner, automatic unit dose packaging machine, and unit dose dispensing stations, etc.

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess a valid certificate of registration as a licentiate in pharmacy issued by the California State Board of Pharmacy.

7. TRAINING - Training Category = Type 2

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS**EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients and the public;
- Comply with Hospital policies and procedures.
- Work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

(FLSA)

The employee is required to work any shift and schedule in a variety of settings and security areas throughout the Hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the Hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

_____ Employee Signature	_____ Print Name	_____ Date
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_____ Supervisor Signature	_____ Print Name	_____ Date
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